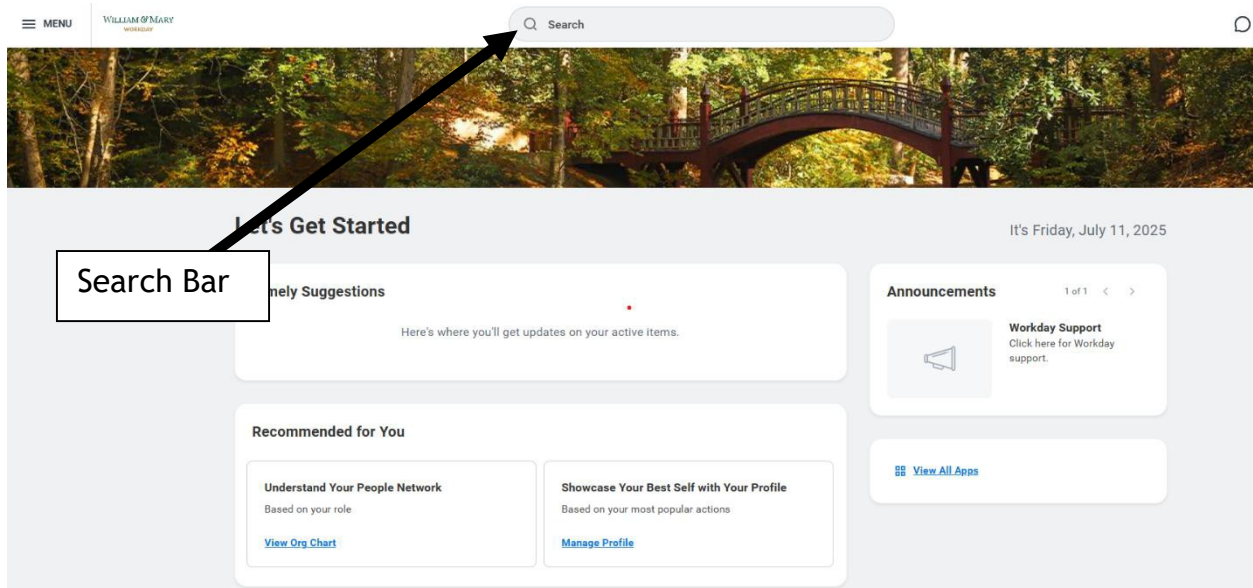


Workday Budget Reporting Tutorial – Budget vs. Actuals

1. Log into Workday
2. Using the search bar on the home page, type in “WM Budget vs Actual by Cost Center - Designated”



3. A pop-up screen will appear that will ask for information such as: Company, Organization, Time Period, and Period (see below image).

A screenshot of a pop-up form titled "WM Budget vs Actual by Cost Center - Designated". The form contains four required fields, each marked with a red asterisk: "Company", "Organization", "Time Period", and "Period". Below these fields is a "Filter Name" input field, a "Manage Filters" link, and a "Save" button. At the bottom of the form, there are "Cancel" and "OK" buttons. The form is overlaid on a blurred background of the Workday home page.

4. Fill in the information for each text box.

- a. Companies are organizations that represent the internal business entities (WM001 = William and Mary, WMF01 = William and Mary Foundation)
- b. Organization can be searched using Cost Centers, Cost Center Hierarchies, Designated, Fund, Gift, amongst other categories.
 - Cost Center Hierarchies are an easy way to view budgets for an entire business unit. Several commonly used WM001 cost center hierarchies can be found below.
 - Athletics - CCHW0106
 - Business Affairs - CCHW0108
 - Internal Audit - CCHW0105
 - President - CCHW0101
 - Provost - CCHW0103
 - Academic Affairs - CCHW0228
 - Applied Research Center - CCHW0225
 - Costal Resilience Collaborative - CCHW0226
 - Enrollment Management - CCHW0232
 - Entrepreneurship - CCHW0231
 - Faculty Affairs and Development - CCHW0230
 - International Affairs - CCHW0219
 - Planning and New Ventures - CCHW0219
 - Provost - CCHW0214
 - Provost's Office - CCHW0215
 - Registrar - CCHW0227
 - Research and Grad Studies - CCHW0216
 - School of Arts and Sciences - CCHW0222
 - School of Business - CCHW0223
 - School of Computing Data Science Physics - CCHW0220
 - School of Education - CCHW0218
 - School of Law - CCHW0224
 - School of Marine Science - CCHW0221
 - University Libraries - CCHW0217
 - Student Affairs - CCHW0102
 - University Advancement - CCHW0104
 - University Operations - CCHW0107
- c. Time Period can be used to specify a fiscal period over time
- d. Period can be used to specify the posting period

5. You can save your filter for future searches

WM Budget vs Actual by Cost Center - Designated

Company * × WM001 William & Mary ...

Organization * Cost Center: CC00456
× WM001 | WMUO | Budget & Financial Planning ...

Time Period * × Current Period YTD ...

Period * × FY2026 - P01 Jul ...

Budget & Financial Planning

Manage Filters

0 Saved Filters

Save

Cancel OK

Name filter and click save

6. Click “OK”

a. You will see a budget vs Actual report generated based on your search criteria.

61 items

Cost Center	Designated	Ledger Account Type	Ledger Account	Fund	Program	Budget	Actuals	Obligations	Net
CC00141 WM001 PROV Business - Deans Office	DS005819 WM001 Dean Sch of Business Administration (120126)	Expense	60003:Salaries and Wages	FD03001 Higher Education Departmental Operating	10460 Academic Administration	582,336.00	0.00	0.00	582,336.00
CC00141 WM001 PROV Business - Deans Office	DS005819 WM001 Dean Sch of Business Administration (120126)	Expense	60004:Fringe Benefits	FD03001 Higher Education Departmental Operating	10460 Academic Administration	190,051.00	0.00	0.00	190,051.00
CC00143 WM001 PROV School of Business - Administration	DS005823 WM001 School of Business Administration (120064)	Expense	60003:Salaries and Wages	FD03001 Higher Education Departmental Operating	10110 General Academic Instruction	16,107,068.00	0.00	0.00	16,107,068.00
CC00143 WM001 PROV School of Business - Administration	DS005823 WM001 School of Business Administration (120064)	Expense	60004:Fringe Benefits	FD03001 Higher Education Departmental Operating	10110 General Academic Instruction	4,136,423.00	0.00	0.00	4,136,423.00
CC00143 WM001 PROV School of Business - Administration	DS005823 WM001 School of Business Administration (120064)	Expense	71500:Budget - Continuous Charges	FD03001 Higher Education Departmental Operating	10110 General Academic Instruction	8,574.00	0.00	0.00	8,574.00
CC00143 WM001 PROV School of Business - Administration	DS005829 WM001 School of Business General OPS (120771) ...	Expense	60003:Salaries and Wages	FD03001 Higher Education Departmental Operating	10460 Academic Administration	153,654.00	0.00	0.00	153,654.00
CC00143 WM001 PROV School of Business - Administration	DS005829 WM001 School of Business General OPS (120771)	Expense	60004:Fringe Benefits	FD03001 Higher Education Departmental Operating	10460 Academic Administration	80,981.00	0.00	0.00	80,981.00
CC00144 WM001 PROV Business Operations	DS005832 WM001 Off-site Facility Ops (121427)	Expense	71500:Budget - Continuous Charges	FD03001 Higher Education Departmental Operating	10110 General Academic Instruction	175,000.00	0.00	0.00	175,000.00
CC00144 WM001 PROV Business Operations	DS005833 WM001 Operations (121305)	Expense	60003:Salaries and Wages	FD03001 Higher Education Departmental Operating	10460 Academic Administration	877,985.00	0.00	0.00	877,985.00

- Each Budget, Actuals, and Obligations amount will have a drop-down arrow next to it that will allow you to pull up additional information regarding the line item such as the Supplier as a Worktag, Pay Component, Fiscal Period, and more.

WM Budget vs Actual by Cost Center - Designated

> Details

This composite report presents the YTD Budget, Actuals, Obligations, Budget Variance and Percentage of budget used by Cost Center and Driver Worktags. This report is prompted for a given Company, Cost Center

Budget vs Actuals by Cost Center for: WM001 William & Mary

Period: Current Period YTD, FY2026 - P01 Jul

112 items

Cost Center	Designated	Ledger Account Type	Ledger Account	Fund	Program	Revenue Category	Spending Category	Actuals	Obligations	Net
CC00456 WM001 WMUO Budget & Financial Planning	D0001207 WM001 Rental-Campus Facilities (120225)	Expense	70001:Supplies and Services	FD03001 Higher Education Departmental-Operating	10760 Property Rentals	(Blank)	5013260 - B Leases	216,616.68	0.00	(216,616.68)
CC00456 WM001 WMUO Budget & Financial Planning	D0001207 WM001 Rental-Campus Facilities (120225)	Expense	71500 Budget - Continuous Charges	FD03001 Higher Education	10760 Property Rentals	(Blank)	(Blank)	26,688.00	0.00	26,688.00
CC00456 WM001 WMUO Budget & Financial Planning	D0001253 WM001 Recovery-Computer Support-Academ (120348)	Expense	70002:Recovery- Supplies and Services	FD03001 Higher Education	10760 Property Rentals	(Blank)	5013260 - B Leases	(177,600.00)	0.00	(177,600.00)
CC00456 WM001 WMUO Budget & Financial Planning	D0001273 WM001 Recovery-President's Office (120358)	Expense	60012:IDC Recovery Aux Personal Ser	FD03001 Higher Education	10760 Property Rentals	(Blank)	5011960 - IDC Recovery Aux Personal Ser	(466,136.00)	0.00	(466,136.00)
CC00456 WM001 WMUO Budget & Financial Planning	D0001273 WM001 Recovery-President's Office (120358)	Expense	70003:IDC Recovery Aux Services	FD03001 Higher Education	10760 Property Rentals	(Blank)	5012960 - IDC Recovery Aux Services	(31,279.00)	0.00	(31,279.00)

View By:
Business Unit
Company
Cost Center
Fund
Ledger Account
Location
Program
Spend Category as Worktag
Supplier as Worktag

View Details
Export to Excel (All Columns)
Export to PDF

Clicking "View Details" will also bring you to the pop-up

- Clicking the number (see image above) will bring you to a pop-up screen containing more information depending on the type of transaction.

WILLIAM & MARY

Criteria View by: Select a Field... and then by: Select a Field... Refresh

1 item



Plan	Plan Period	Amendment Date	Amendment Type	Fund	Cost Center	Ledger Account
1	FY2026 Year (FY26' Operating Budget)	07/10/2026	One-Time Adjustments	FD03000 Higher Education Operating	CC00456 WM001 WMUO Budget & Financial Planning	70001:Supplies and Services



Clicking the magnifying glass icon next to the Plan number will bring you to a view plan screen.

- By clicking the magnifying glass, you will be taken to a view plan screen that displays a ledger account summary, amendments, and a total process history for your specific cost center(s).

10. Upon returning to Budget vs Actual by Cost Center - Designated home screen, you can edit your search with new criteria such as Cost Center, Program, Gift, Designated, etc. by clicking the filter button to the right of the title (see image below).

WM Budget vs Actual by Cost Center - Designated





Company

WM001 William & Mary

Organization

Cost Center: CC00456 WM001 | WMUO | Budget & Financial Planning

Time Period

Current Period YTD

Period

FY2026 - P01 Jul

This composite report presents the YTD Budget, Actuals, Obligations, Budget Variance and Percentage of budget used by Cost Center and Driver Worktags. This report is prompted for a given Company, Cost Center, Plan and Fiscal Period.

